



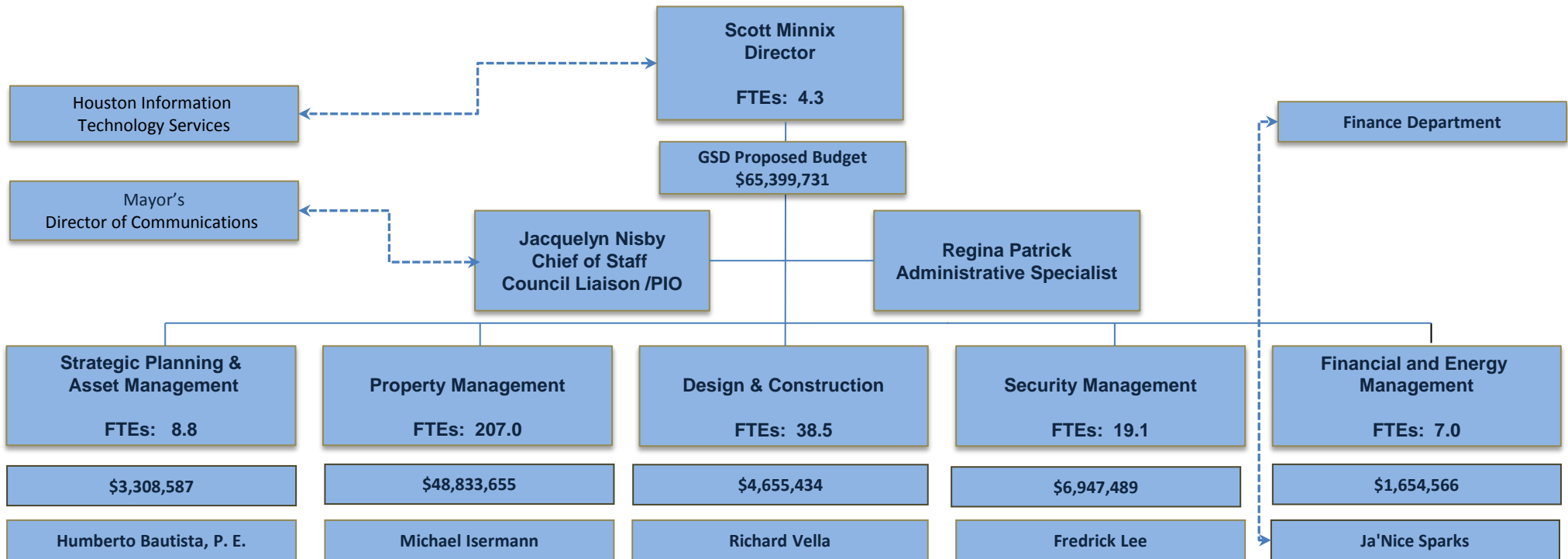
GENERAL SERVICES DEPARTMENT FY2016 BUDGET AND CORE SERVICES PRESENTATION



SCOTT MINNIX, DIRECTOR

JUNE 3, 2015

ORGANIZATIONAL STRUCTURE



TOTAL NUMBER OF FTEs: 284.7

BUDGET SUMMARY ALL FUNDS

(IN MILLIONS)

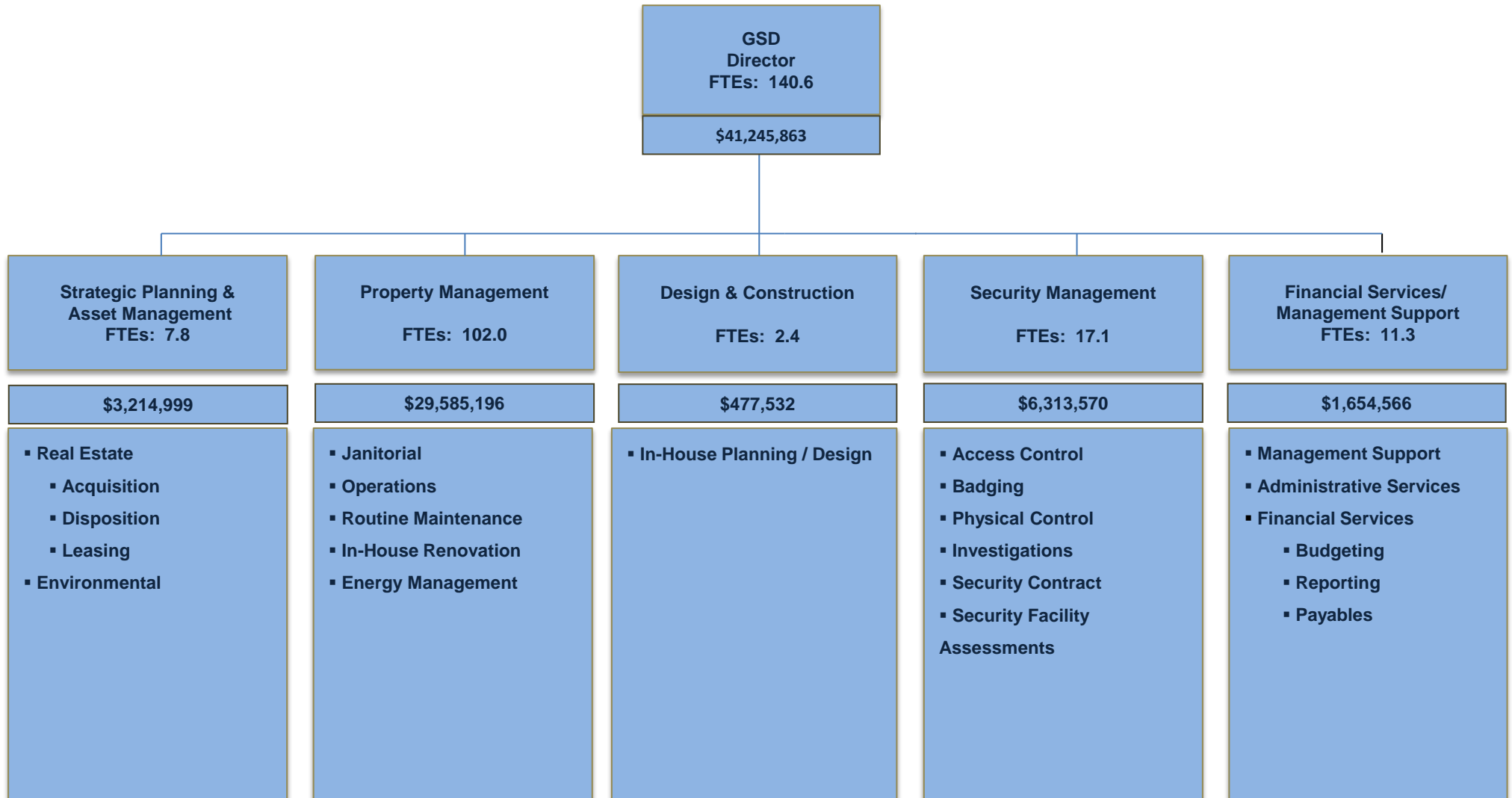


Fund	Fund Name	Revenue	Revenue			Expenditure	Expenditure			Fund Balance	Fund Balance
		FY15 Budget	FY16 Proposed	+/- Variance	% Change	FY15 Budget	FY16 Proposed	+/- Variance	% Change	FY15 Budget	FY16 Proposed
1000	General Fund	\$5.4	\$5.7	\$.3	5.4%	\$41.6	\$41.2	-\$.4	(.9%)	\$.0	\$.0
1001	Project Cost Recovery	\$4.3	\$4.3	\$.0	.3%	\$4.3	\$4.3	\$.0	.3%	\$.0	\$.0
1003	In-House Renovation	\$5.3	\$5.1	-\$.2	(4.5%)	\$5.3	\$5.1	-\$.2	(4.5%)	\$.02	\$.02
2105	Maintenance, Renewal and Replacement	\$12.8	\$14.8	\$2.0	15.8%	\$12.8	\$14.8	\$2.0	15.8%	\$.0	\$.0
Total		\$27.8	\$29.9	\$2.1	7.6%	\$64.0	\$65.4	\$1.4	2.2%	\$.0	\$.0

GENERAL SERVICES DEPARTMENT

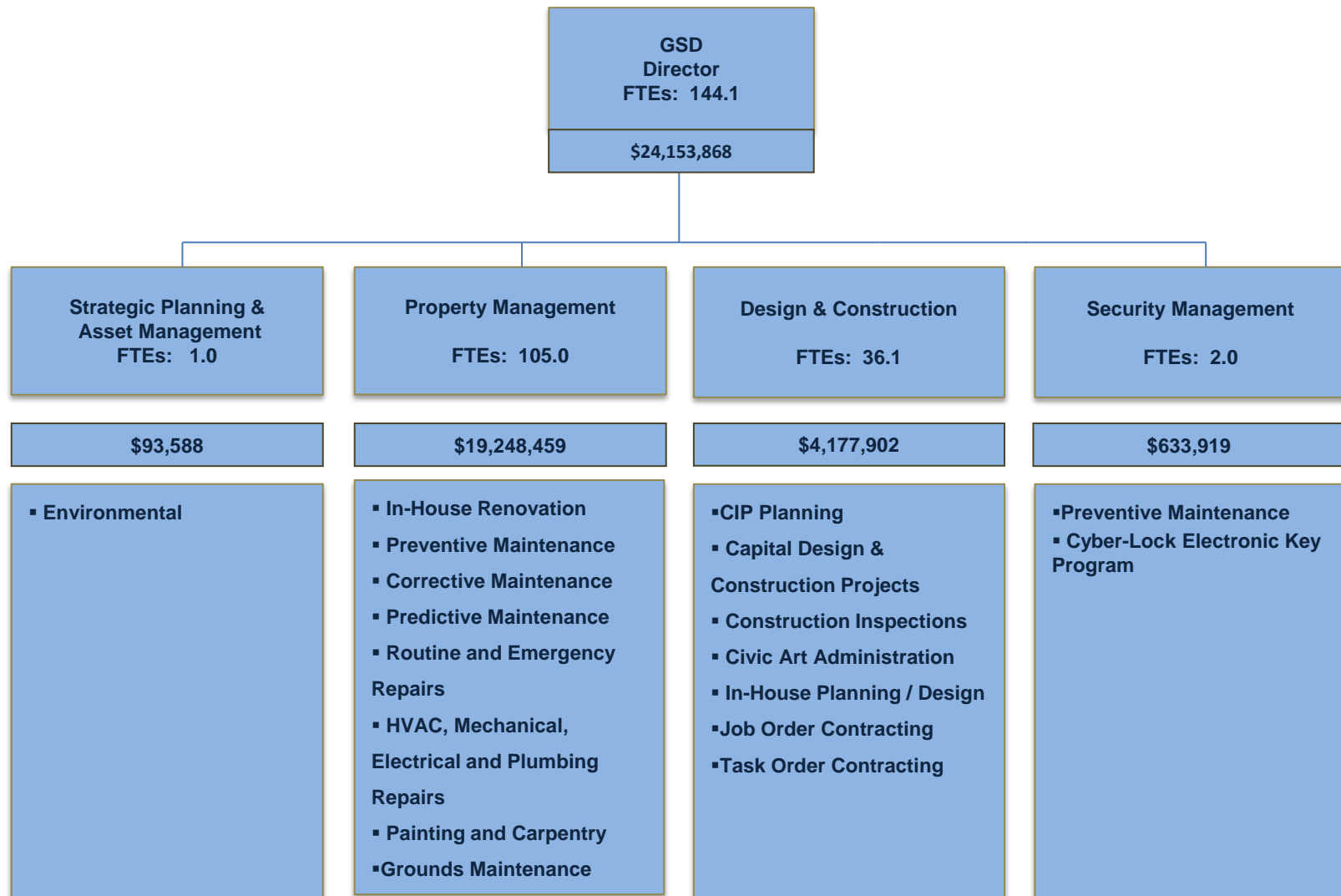


GENERAL FUND FUNCTIONS





OTHER FUNDS FUNCTIONS



FY2016 DEPARTMENT INITIATIVES



PROPERTY MANAGEMENT

- Implement a new integrated workflow management system to improve transparency and better inform client departments about maintenance costs as they relate to operating their facilities.
- Improve and advance technical skills and knowledge of property management and maintenance employees.
- Develop and implement Service Level Agreements with key city departments.

FUND 2105 MRR

- Align Property Management specifications with Design and Construction standards.
- Implement a new facility maintenance contract designed to improve accountability and better manage contractor activities so that facilities can be run more effectively and efficiently.
- Utilize Maintenance Renewal and Repair funding to expand and improve preventive maintenance program.
- Identify new systems and equipment that reduce energy costs while maintaining comfort and reliability.
- Improve performance management dashboards and visibility to city departments.
- Work with HITS to develop a comprehensive UPS maintenance program and deploy the Energy Load Shedding program in 11 facilities to generate additional revenues to the City.

FY2016 DEPARTMENT INITIATIVES



SECURITY MANAGEMENT

- Implement preventive maintenance plan.
- Transition from conventional key system to electronic key system.
- Improve reliability and stability of security access system.
- Improve functionality and efficiency of security monitoring operations.
- Eliminate the use of analog phone lines.
- Improve building security and emergency response process during fire alarms and other building emergencies.

STRATEGIC PLANNING & ASSET MANAGEMENT

- Close on four land acquisitions for the Parks and Recreation Department.
- Complete a city-wide warehouse study to centralize storage needs for multiple client departments.
- Complete an Office Space Planning Study for several City owned buildings and provide recommendations.

DESIGN & CONSTRUCTION

- Develop design and construction building design standards.
- Improve the professional services selection process to provide more opportunities and selections for small and minority-owned businesses.
- Improve planning, scheduling, and budget for all projects.
- Identify and implement partnership and co-location activities with local government entities (HISD, HCC, County, etc.).

TOTAL REVENUES BY FUND

(IN MILLIONS)



FY2016 Proposed to FY2015 Estimate

Fund	Fund Name	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Proposed	Variance +/- \$	% Change
1000	General Fund	\$3.7	\$5.4	\$5.5	\$5.7	\$0.2	2.7%
1001	Project Cost Recovery	\$3.3	\$4.3	\$4.2	\$4.3	\$0.1	1.8%
1003	In-House Renovation	\$4.4	\$5.3	\$5.1	\$5.1	\$0.0	(.7%)
2105	Maintenance, Renewal and Replacement	\$0	\$12.8	\$12.8	\$14.8	\$2.0	15.7%
Total		\$11.4	\$27.8	\$27.6	\$29.9	\$2.3	8.3%

GENERAL SERVICES DEPARTMENT

TOTAL EXPENDITURES BY FUND



(IN MILLIONS)

FY2016 Proposed to FY2015 Estimate

Fund	Fund Name	FY14 Actual	FY15 Budget	FY15 Estimate	FY16 Proposed	Variance +/- \$	% Change	FTE's FY15 Budget	FTE's FY16 Proposed
1000	General Fund	\$49.9	\$41.6	\$41.6	\$41.2	-\$.4	(.9%)	137.6	140.6
1001	Project Cost Recovery	\$3.3	\$4.3	\$4.2	\$4.3	\$.1	1.8%	38.0	37.1
1003	In-House Renovation	\$4.4	\$5.3	\$5.1	\$5.1	\$.0	(.7%)	30.0	30.0
2105	Maintenance, Renewal and Replacement	\$.0	\$12.8	\$12.8	\$14.8	\$2.0	15.7%	74.8	77.0
Total		\$57.6	\$64.0	\$63.7	\$65.4	\$1.7	2.6%	280.4	284.7

GENERAL SERVICES DEPARTMENT

PERFORMANCE MEASURES BY FUND



Fund 1000	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Card Access Changes Processed	P	39,502	45,000	49,847	47,000
City Identification Badges Processed	P	10,933	9,800	10,439	10,650
Environmental Projects Completed	P	281	200	230	200
Fund 1001	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Job Order Contract/Task Order Contract Projects	J,I,Q	227	250	255	285
Fund 1002	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Electricity Accounts Paid Electronically	F	68,543	72,000	66,120	66,360
Natural Gas Accounts Paid Electronically	F	4,786	4,850	4,740	4,800
Utility Management (Meter Applications, Connects and Disconnects)	I	905	260	260	280
Fund 1003	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Build-Out Projects and Facility Improvements/Repairs	I	46	35	53	45
Facility Condition Assessment (FCA) Repairs	I	22	42	10	32
Fund 2105	Priority	FY2014 Actual	FY2015 Budget	FY2015 Estimate	FY2016 Budget
Facility Security Equipment Assessments	I,P,Q,F	N/A	211	42	75
Property Management Work Orders Completed	I,P,Q,F	24,521	25,610	29,961	31,000

Mayor's Five Priorities: Jobs and Sustainable Development (J), Public Safety (P), Infrastructure (I), Quality of Life (Q), Fiscal Responsibility (F)

FY2016 EXPENDITURE HIGHLIGHTS



- Includes a savings of \$570,168 in electricity and natural gas accounts.
- Includes funding for Space Utilization Study (annual cost of \$200,000 in FY2015 and \$400,000 in FY2016).
- Includes funding of \$116,897 for contract escalation cost for janitorial services.
- Includes funding of \$430,253 to fulfill current contractual obligations for the security guard service contract with G4S Secure Solutions.
- Includes funding of \$240,037 to support operations and maintenance costs for new facilities.
- Includes funding of \$19,105 for rental escalation for various lease facilities.

GENERAL FUND -1000

FY2016 EXPENDITURE HIGHLIGHT



- The FY2016 Budget provides additional funding for increase in pension contribution.

PROJECT COST RECOVERY FUND -1001

FY2016 EXPENDITURE HIGHLIGHTS



- As a result of recent low natural gas market prices, the City of Houston has locked lower rates for both natural gas and electricity in FY2016 as forecasted and approved by the Finance Department.
- The City of Houston ranks #1 in Renewable Energy Credits purchases among municipalities and the nation.
- The City of Houston is listed eighth in the nation by the Environmental Protection Agency for metropolitan areas with most buildings certified under the Energy Star Efficiency Program.

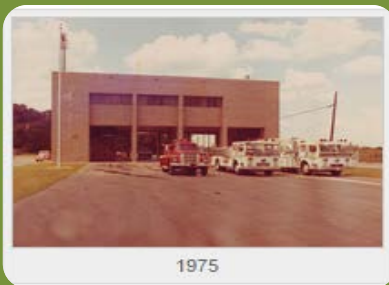
FY2016 EXPENDITURE HIGHLIGHTS



- FY2016 budget includes funding for completion of major renovation at Fire Station No. 68.
- Continue to address Facility Condition Assessments Priorities 1 and 2 projects.



1973



1975



1985



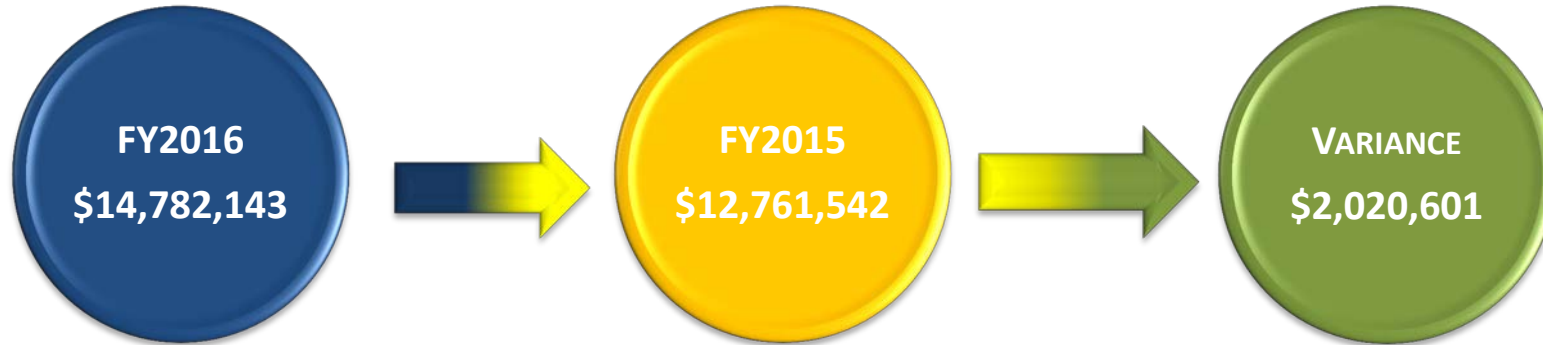
1995



2005

IN-HOUSE RENOVATION FUND -1003

FY2016 EXPENDITURE HIGHLIGHTS



- Additional funding of \$2,000,000 for asset maintenance, renewal and replacement.
- Continue to address facility maintenance and security equipment assessments.
- Maintain, upgrade and replace building security and HVAC, chillers and electrical systems.





QUESTIONS AND ANSWERS



APPENDIX

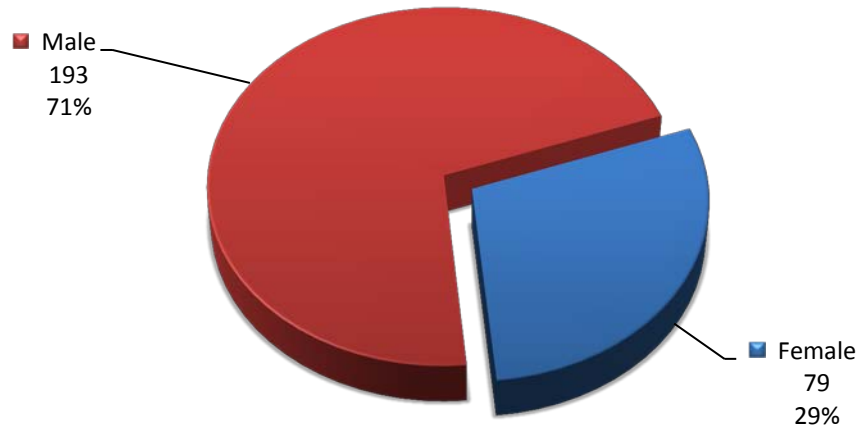


- **DEMOGRAPHIC PROFILE**
- **OVERVIEW OF ALL FUNDS**
- **OVERVIEW OF CITYWIDE ELECTRICITY AND NATURAL GAS**
- **WORK ORDERS MANAGEMENT**
- **BUILDING PORTFOLIO**
- **CORE SERVICES MATRIX**

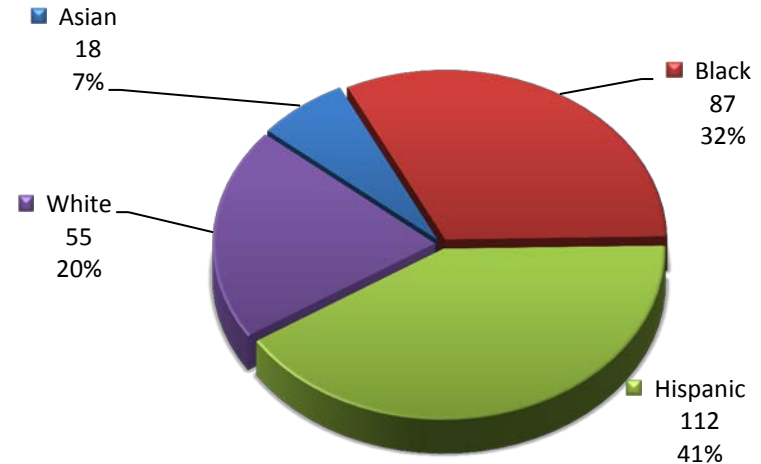


DEMOGRAPHIC PROFILE

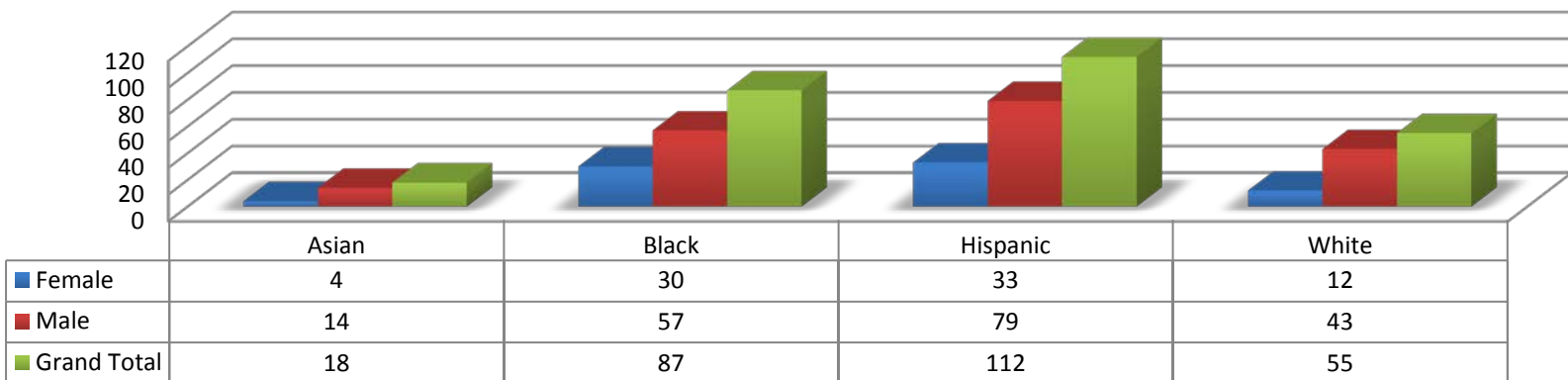
DEPARTMENT EMPLOYEE GENDER PROFILE



Department Employee Ethnicity Profile



Department Employee Ethnicity and Gender Profile

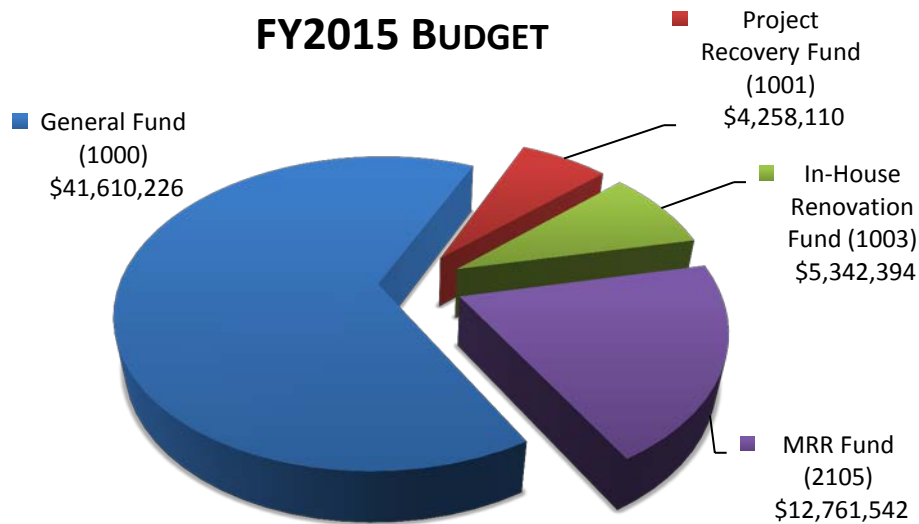


TOTAL NUMBER OF EMPLOYEES: 272

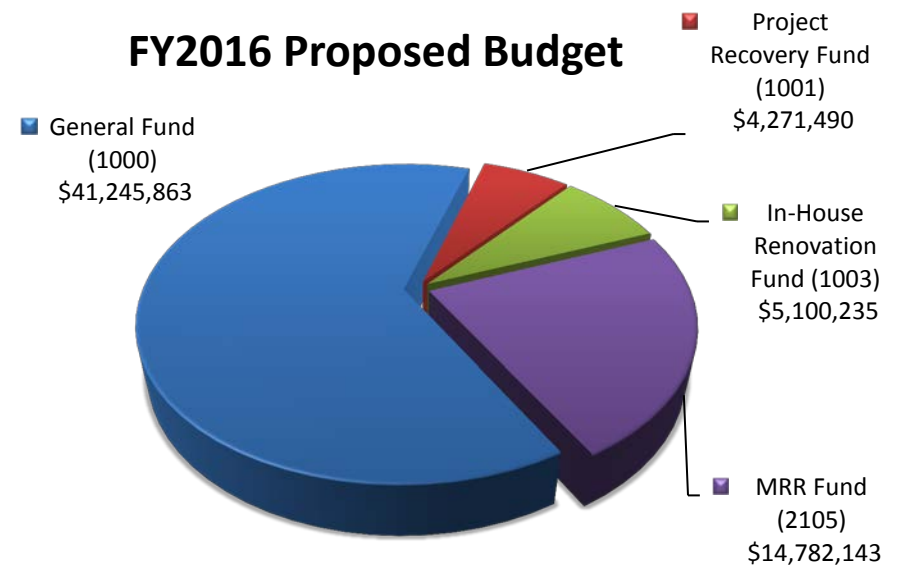
OVERVIEW OF ALL FUNDS



FY2015 BUDGET



FY2016 Proposed Budget



\$63,972,272

\$65,399,731

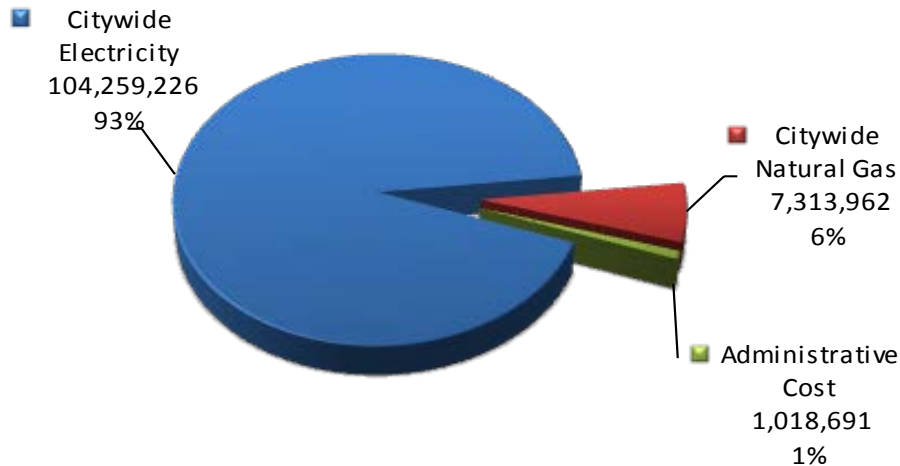
**Net Change
\$1,427,459**

TOTAL ALL FUNDS: \$65,399,731

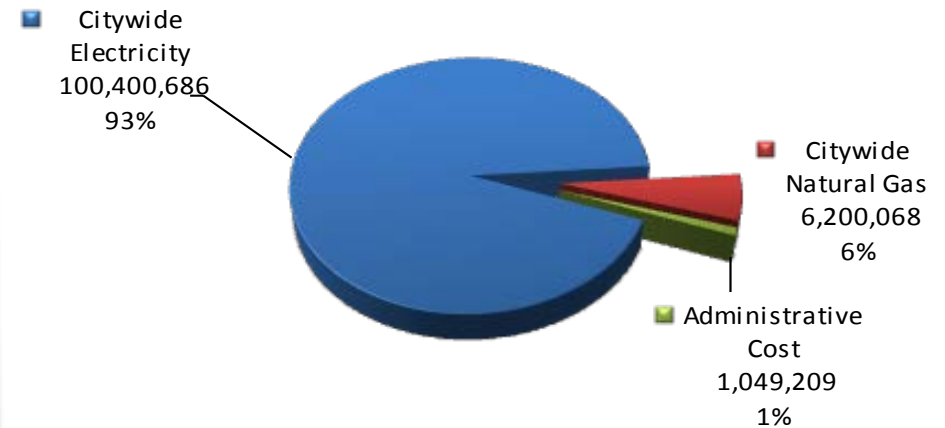
CITYWIDE ELECTRICITY AND NATURAL GAS



FY2015 CURRENT BUDGET



FY2016 PROPOSED BUDGET



\$112,591,879

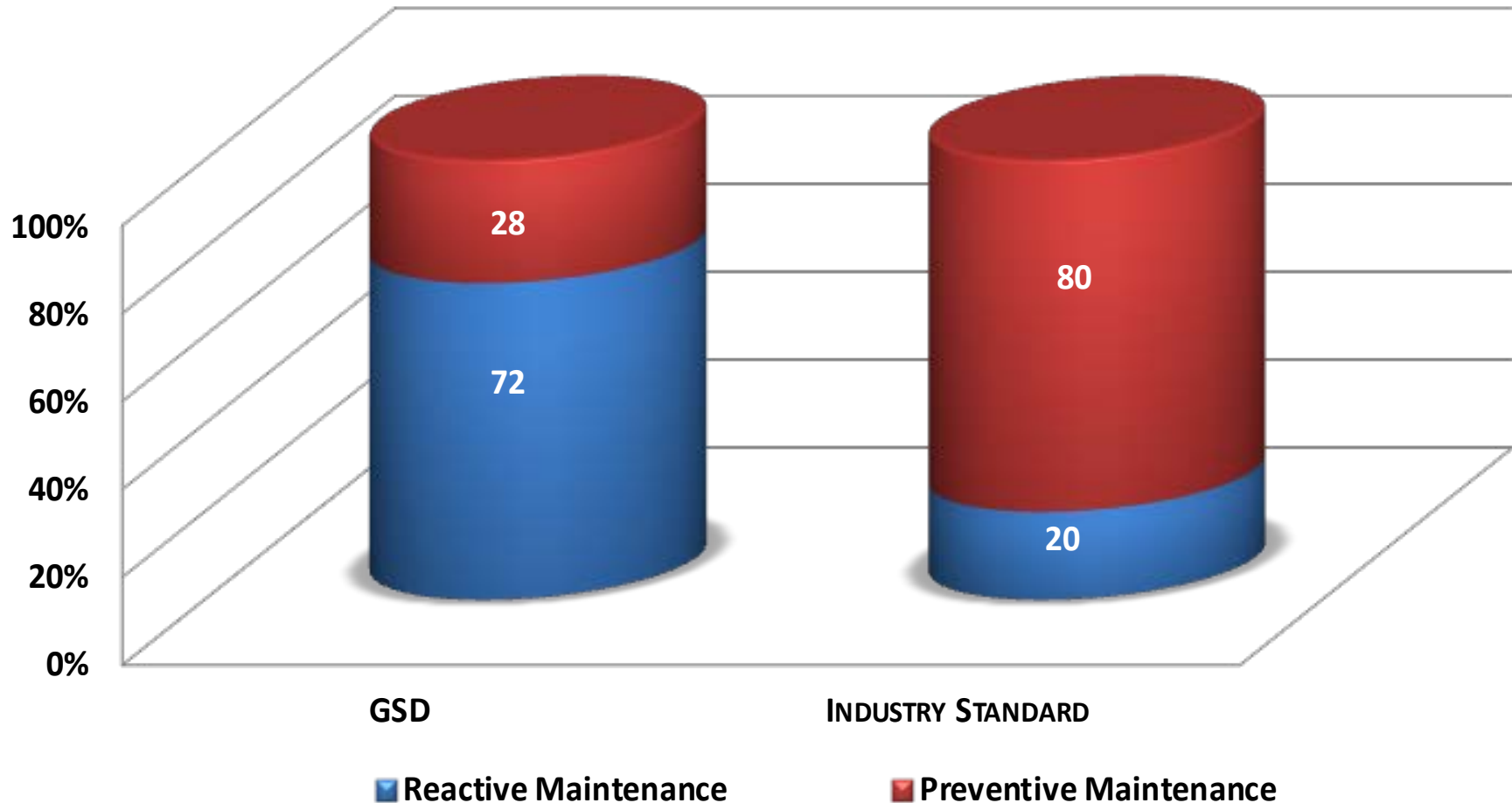
\$107,649,963

Net Change
\$(4,941,916)

WORK ORDERS MANAGEMENT



PREVENTIVE MAINTENANCE VS. REACTIVE MAINTENANCE



SNAPSHOT OF BUILDING PORTFOLIO

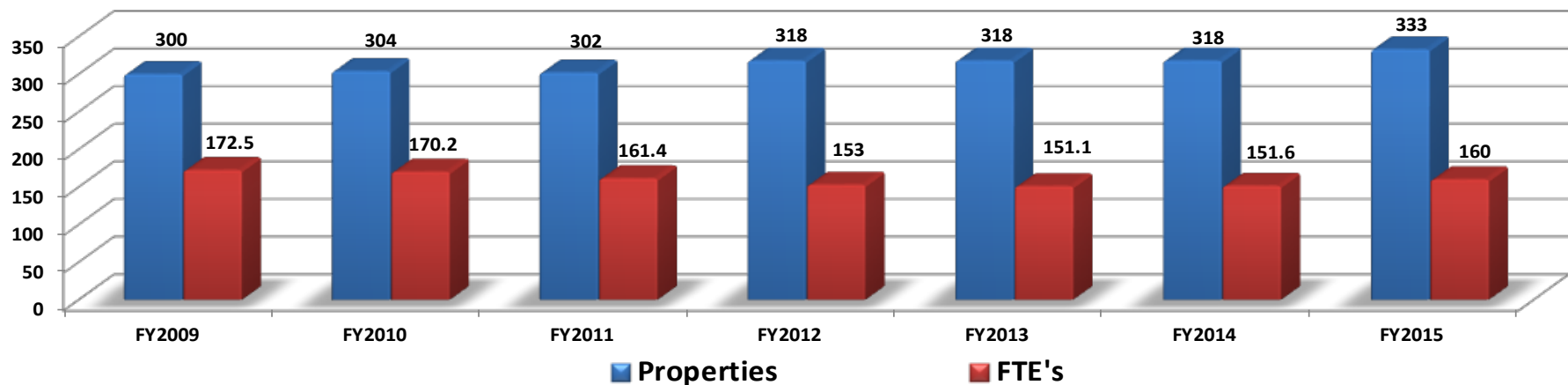


PROPERTY MANAGEMENT

Average Age of Buildings

City Building Characteristics	City of Houston	Statistics *
Average Age	36	42
Median Date Built	1975	N/A
Built before 1950	4%	28%
Built between 1950 and 1969	30%	45%
Built between 1970 and 1984	33%	17%
Built after 1985	33%	10%

*2012 Parson Report



CORE SERVICES MATRIX



Division/Activities	(\$ Thousands)			Annual Projected FTEs	Mark with (X) if applicable.					
	Annual Projected Personnel Cost	Annual Projected Supplies & Services Cost	Total Annual Cost		Mandated	Direct Service	Administrative	General Fund	Special Revenue Fund	Chargeback Fund
Director's Office - Provide overall direction, management, and leadership for GSD. Support client initiatives; communicate with Council Members, stakeholders and other City Departments; provide training and professional development for GSD employees.	\$608,951	\$0	\$608,951	4.3			X	1000		
Financial Services (Management Support) - Ensure that all departmental funds are appropriately allocated and expended; coordinate the preparation and compilation of the annual budget and grants, which include accurate monthly financial reports; develop, monitor, and analyze the department's budgets; ensure that all grant funds are appropriately expended and ensure that reports are submitted timely to the responsible agencies. Responsible for procurement, receiving, accounts payable, and revenue; assisting in the creation and financial reporting of CIP projects managed by GSD.	\$806,377	\$239,238	\$1,045,615	7.0			X	1000		
Energy Management - Track and monitor citywide electricity and natural gas costs.					X		X			1002
Division Total	\$1,415,328	\$239,238	\$1,654,566	11.3						

CORE SERVICES MATRIX



Division/Activities	(\$ Thousands)			Annual Projected FTEs	Mark with (X) if applicable.					
	Annual Projected Personnel Cost	Annual Projected Supplies & Services Cost	Total Annual Cost		Mandated	Direct Service	Administrative	General Fund	Special Revenue Fund	Chargeback Fund
Janitorial / Operations - Routine maintenance , restroom cleaning, dusting, floor mopping, stripping, waxing, sweeping, vacuuming, polishing, wall cleaning, restroom, monitoring and replacement of dispensed personal hygiene supplies and waste materials collection and disposal for GSD managed facilities (Police ●Fire ●Health ●Library ●Fleet ●Municipal Courts ●Houston Emergency Center ● 611 Walker ●Houston Tran-Star ● Houston Permitting Center ●Metropolitan Multi-Service Center ●5 PWE utility sites ● 2 ARA Parking Management sites).	\$6,242,161	\$8,587,899	\$14,830,060	98.0	X	X		1000		
Repairs/Maintenance - Tasks related to physical plant operations and mechanical systems include oversight and maintenance of building automation systems, boilers, chillers, elevators, escalators, pumps, life safety systems, generators and electrical switch gear. Staff members also ensure permits and code requirements are current, daily/annual inspections are performed, equipment is operated safely and efficiently and water treatment procedures are implemented. Trade related repair and maintenance activities pertaining to building structural issues, utility delivery, climate control and aesthetics include carpentry, plumbing, HVAC and painting. Staff members requisition materials and equipment to execute daily work orders to complete necessary stakeholder requests for services.	\$5,380,610	\$8,282,614	\$13,663,224	75.0	X	X			2105	
BUDGETARY NOTE: Of the total annual operating budget for Property Management, \$10,098,600 include costs for electricity, natural gas, fuel, sewer, drainage, and insurance for facilities managed by GSD.	\$15,545	\$14,364,579	\$14,380,124					1000		

CORE SERVICES MATRIX



Division/Activities	(\$ Thousands)			Annual Projected FTEs	Mark with (X) if applicable.					
	Annual Projected Personnel Cost	Annual Projected Supplies & Services Cost	Total Annual Cost		Mandated	Direct Service	Administrative	General Fund	Special Revenue Fund	Chargeback Fund
In-House Renovation - Primary focus is the renovation and re-construction of fire stations. In conjunction with these efforts, several work space renovations are completed annually within the City's building portfolio and are billed back to the respective department. Trade related facility renovation activities pertaining to build outs, up grades, building functionality, structural issues, and expansion needs requested by stakeholder departments. Services include carpentry, plumbing, HVAC and painting via in-house staff or contracted services. Staff members requisition materials and equipment needed to execute tasks per architectural drawings. The Group works closely with PWE's permitting section and code enforcement to ensure building construction requirements are followed and with stakeholder departments to coordinate completion timeframes so transitional efforts are considered.	\$2,750,176	\$2,725,071	\$5,475,247	34.0		X		1000		1003
Grounds Maintenance - Property Management manages landscape contract that maintains HPD properties, Fire Department Logistics, and various Health Department properties. NOTE: The Parks and Recreation Department maintains the grounds for City Hall, City Hall Annex, Libraries and at the major Health Centers.		\$485,000	\$485,000		X				2105	
Division Total	\$14,388,492	\$34,445,163	\$48,833,655	207.0						

CORE SERVICES MATRIX



Division/Activities	(\$ Thousands)			Annual Projected FTEs	Mark with (X) if applicable.					
	Annual Projected Personnel Cost	Annual Projected Supplies & Services Cost	Total Annual Cost		Mandated	Direct Service	Administrative	General Fund	Special Revenue Fund	Chargeback Fund
Operating Funds										
Real Estate - Responsible for acquisition, disposition and leasing of real estate assets. (HAS not included). Develops policies and procedures that result in realizing the greatest value on all dispositions and acquisitions. To differentiate with PWE, PWE acquires land and easements as necessary for public works improvements including streets and wet utilities, whereas GSD acquires, sells, and leases land, buildings, and building space on behalf of our client departments including PWE.	\$706,836	\$497,127	\$1,203,963	5.8		X		1000		
Leasing - Facilitated over 203 leases representing 786,193 square feet of building space and 10,924 acres of land, both as Lessor and Lessee.		\$1,756,375	\$1,756,375			X		1000		
Subtotal - Real Estate	\$706,836	\$2,253,502	\$2,960,338	5.8						
Environmental - Administers various contracts that provide environmental site assessments; lead and asbestos determinations and removals; underground storage tank removals/replacements; mold remediation, geotechnical investigations; and materials testing. In addition, the Group works with PWE's Neighborhood Protection Division and the Land Assemblage Redevelopment Authority. This Group manages the following citywide activities: (Abate all homes prior to Demolition Derby) • Asbestos/Lead Abatement associated with demolitions • Storage Tank Removals/Replacement/ Cleanup • Soil Remediation of Contamination • Environmental Site Assessments • Fuel Tank Upgrades	\$341,984	\$6,265	\$348,249	3.0	X	X		1000		1001
Division Total	\$1,048,820	\$2,259,767	\$3,308,587	8.8						

CORE SERVICES MATRIX



Division/Activities	(\$ Thousands)			Annual Projected FTEs	Mark with (X) if applicable.					
	Annual Projected Personnel Cost	Annual Projected Supplies & Services Cost	Total Annual Cost		Mandated	Direct Service	Administrative	General Fund	Special Revenue Fund	Chargeback Fund
Design and Construction - Manages the planning, design, construction and civic art administration of all new and/or renovated City facilities for all departments except HAS; facilitates the development of project scope; procures and negotiates design services; manages design contracts and coordinates civic art implementation; reviews drawings and specifications; facilitates the permit process; procures construction services; manages construction contracts; monitors construction; oversees commissioning of the building and LEED certification; facilitates the completion of warranty work.	\$4,414,104	\$241,330	\$4,655,434	38.5		X		1000		1001
In-House Planning & Design Group -performs interior design and construction projects that are less than \$1MM in size; provides space utilization services; processes furniture requests, establishes and oversees furniture standardization; manages relocations.						X		1000		1001
Job/Task Order Contract - Manages minor design and construction projects (Job/Task Order Contracts) for all City departments excluding HAS. These projects are \$350,000 or less.					X	X				1001
Division Total	\$4,414,104	\$241,330	\$4,655,434	38.5						

DESIGN & CONSTRUCTION DIVISION

CORE SERVICES MATRIX



Division/Activities	(\$ Thousands)			Annual Projected FTEs	Mandated	Mark with (X) if applicable.				
	Annual Projected Personnel Cost	Annual Projected Supplies & Services Cost	Total Annual Cost			Direct Service	Administrative	General Fund	Special Revenue Fund	Chargeback Fund
Security Management - Manages physical security of all city facilities, except PWE and HAS, which includes closed circuit TV, access control and intrusion alarm systems; manages citywide security contract; investigates City lost/stolen assets and processes access changes and identification badges annually.	\$1,618,697	\$200,052	\$1,818,749	16.6	X	X		1000		
Security Contract Management - Manages \$56MM citywide Security Guard Contract. Schedules more than 100 guard posts each week at various city facilities, e.g., City Hall, City Hall Annex, 611 Walker, HEC, HFD Administration, City Hall Annex Parking Garage, ARA BARC, ARA Central Permitting Center, Library and Health facilities.		\$4,390,473	\$4,390,473			X		1000		
Preventive Maintenance/CyberLock Electronic Key Program	\$147,790	\$486,129	\$633,919	2.0		X			2105	
Graffiti Abatement Program - Responsible for administering graffiti removal contract with Greater East End Management District.	\$35,430	\$68,918	\$104,348	0.5		X		1000		
Division Total	\$1,801,917	\$5,145,572	\$6,947,489	19.1						

SECURITY MANAGEMENT DIVISION